Instructional Technology Development Center (ITDC)
Polyvision Interactive Whiteboard User Manual

This guide will explain how to operate the Polyvision Walk and Talk Interactive Whiteboard located within the Instructional Technology Development Center.

Turning on the Whiteboard

1. Turn on the PC inside the podium (open the left podium door, and press the power button)
2. Unlock the Crestron unit (touch interface on the far left side of the podium surface)
   a. The passcode is written on a business card near the unit.
3. Touch the "Podium PC" button on the Crestron unit.

- The Podium PC and Crestron unit will now begin their start up procedure. During this process, it is normal for the whiteboard to beep several times. **Note:** This may take several minutes to complete.
- You will know when the process is finished by looking on the lower left-hand side of the board, if the top light is green, the board is active.
- Before you can use the board, make sure the bottom light is orange. If it is not, press the "Projection" button on the remote control.

Using the Whiteboard

You are now ready to experience the Polyvision Walk and Talk Interactive Whiteboard.

- An easy way to think of this is as a touch screen PC. If you tap something with either your finger or the stylus, it will control the mouse.

Using the Remote

Trigger

The "trigger" underneath the remote functions as a left-click on a mouse.

Projection

The *Projection* button enables and disables the touch screen abilities of the whiteboard.

Previous/Next

The *Previous* and *Next* buttons function as a Page Up and Page Down tool, effective for use in Microsoft PowerPoint, Word, or similar functions.

Touchpad

The *Touchpad* area on the remote functions just as a mouse would. When you move your finger across the surface it moves the mouse cursor.

Erase All

The *Erase All* button erases any markups that have been made using the pen tool.

Left/Right Click

The *Left Click* and *Right Click* buttons function as a left and right click on a mouse. **Note:** On a Mac, the *Right Click* button functions as Command.

Pen Tool

To activate the pen (drawing) tool press the *Cursor / Pen* button on the remote. Press again to turn it off.

You may now either draw directly onto the whiteboard surface using your finger, or the stylus. **NOTE: Do Not use any type of marker on this machine!**

- There are four quick colors available on the remote: black, red, blue, and green.

There are many different pen styles and colors available by click the *Pen Style* button on the remote.

Onscreen Keyboard

To activate the onscreen keyboard press the *Keyboard* button on the remote. Press again to hide the keyboard.

Print

The *Print* button prints everything displayed on the screen to the computer's printer.

Save

The *Save* button saves everything displayed as a jpeg (picture) file.

Questions?

If you need further assistance or have questions, please email id@rwu.edu or call x3187 to speak with a member of the Department of Instructional Design.